

**Responsible To:** Animals and Habitats Manager

**Task Description:** Assist the Animals and Habitats team with the care and maintenance for a variety of fish, amphibians, reptiles, and invertebrates. Educate visitors with bio-facts and showcase our animal ambassadors to give them a hands-on experience.

**Responsibilities:**

- Routine care of our holding aquariums and habitats for a collection of animals.
- Food preparation and cleaning of animal habitats using proper husbandry techniques.
- Maintenance of aquarium physical and biological components.
- Assist staff with various tasks associated with keeping non-venomous snakes, frogs, turtles, lizards, salamanders, a variety of freshwater fish native to Pennsylvania, and invertebrates, including Madagascar hissing cockroaches and spiders.
- Record daily animal observations and tasks performed.
- Interact with the public presenting informal animal information.
- Assist visitors by answering general questions about the Carnegie Science Center.
- Complete a project that will benefit either our visitors or staff (decided by the intern in their area of interest that is approved by the supervisors).
- Opportunity to engage with alternative agriculture including fertilizer concentration testing, plant maintenance and general botany.
- Capable of working in a team environment but has the ability to work independently.

**Skills Required:**

- Able to follow explicit directions, and detail oriented.
- Reliable and punctual. Able to prioritize and multi-task.
- Willingness to learn new information and tasks associated with it.
- Able to interact with visitors and staff in a positive manner while being sensitive to animal needs.
- Able to work on a research project independently with materials provided including the internet.
- Utilize computer skills with programs like Microsoft Word and Excel.
- Able to climb stairs and ladders; can bend, kneel, and lift up to 50lbs.
- Comfortable handling live animals.

**Skills to be Learned:**

- Intern will understand and put into practice skills associated with being an animal keeper.
- Intern will gain professional development working within a non-profit environment.

**Parameters:**

- Will not have to troubleshoot problems independently; intern will consult with Animals and Habitats staff.
- Will not administer first aid.

**Training Methods:**

- Required internship orientation session
- Training follows a progression from observation to guided participation to working independently under the supervision of Animals and Habitats staff.

**Time Frame:** 120 hours; the typical intern will be available 10-12 hours a week over the course of the internship.

**Clearances**

- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in PA for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

**PA Fishing License**

- Per Pennsylvania law, Animals and Habitats interns may be required to obtain a state fishing license in order to present with animals on the museum floor. Any license fees are the responsibility of the intern.

**To Apply:** Send a letter of intent, resume, and a letter of reference from either an academic advisor or professor, to:

Internship Program  
Carnegie Science Center  
One Allegheny Avenue  
Pittsburgh, PA 15212

- OR -

[VolunteerPrograms@CarnegieScienceCenter.Org](mailto:VolunteerPrograms@CarnegieScienceCenter.Org)